

INSTRUCTIONS FOR COMPLETING A FEDERAL CASH REQUEST

The Federal Cash Request form may be submitted monthly by local educational agencies (LEA's) to receive Federal funds that have been allocated by the Kentucky Department of Education (KDE). A description of each element of the form follows:

Federal Fiscal Year: There is a separate sheet within the workbook for fiscal years 2007, 2006 and 2005. Please complete each applicable grant for each year. If your district or LEA does not receive funds for a particular grant or the funds for a particular year have been fully expended, then it is not necessary to fill in any information on that grant. Only complete the lines that apply to your LEA and have available funds remaining to be spent.

Report for Period Ending: This field identifies the month and year through which expenditures are shown in the expenditures-to-date column. The date on the FCR form should be the same as the MUNIS reports that are being used to complete the report.

MUNIS Code, Grant Name, CFDA Number and KDE Account Coding: These are static fields provided by KDE and have been protected in the worksheet to prevent changes. These are provided to help both the LEA and KDE with data entry. If you have a question about this coding, please contact KDE.

Approved Budget: [Should be completed by LEA.](#) This is the allocation for each federal program for the specific federal fiscal year. KDE will monitor this amount to make sure no changes have inadvertently been made to the allocations.

Expenditures to Date: [Should be completed by LEA.](#) This is the actual amount expended and charged to the grant through the period ending date as indicated on the Federal Cash Report. These expenditures should be supported by MUNIS reports for that period ending date. This should not include any unpaid obligations.

Previous Cash Received: [Should be completed by LEA.](#) This is the total amount paid to date by KDE to the LEA for each federal program. KDE will monitor this amount to confirm our records with the LEA.

Requested This Period: [Should be completed by LEA.](#) This is the amount of funds being requested to be paid this period. All amounts should be shown in whole dollars (No cents). KDE will monitor this amount for excessive requests. You are allowed to request up to an amount calculated as follows: Expenditures to Date minus Previous Cash Received, plus one ninth of the approved budget amount. If the amount requested exceeds this formula, an explanation must be provided to justify the excess or the amount of the request will be changed, and you will be notified.

Balance to be Requested: This is a formula driven cell, calculating the remaining balance of the grant based on the information provided above.

Total Request: This is a formula driven cell, showing the total request of all grants on this form.

Preparer/Title/Date: [Should be completed by LEA.](#) This field should be completed with the name, title and date prepared. The District Superintendent or LEA Director should sign the form unless a Statement of Assurance is submitted to provide for electronic signing.

STATEMENT OF ASSURANCE

If the LEA would like to submit the workbook electronically as an email, rather than signing the Federal Cash Request forms and submitting them by mail, KDE requires an annual Statement of Assurance from the District Superintendent. The Statement Assurance should identify who is allowed to send the monthly requests and provide assurance that the preparation of the forms have been properly reviewed and approved. A renewal of the Statement of Assurance will be required at the beginning of each fiscal year to provide for changes in personnel.

EMAIL ADDRESS FOR FEDERAL CASH REQUESTS

Federal Cash Requests may be submitted by email to FCR@education.ky.gov